

## Appendix G: Internship Field-based Activities Summary Report and Validation



### Lamar University – M.Ed. in Educational Technology Leadership

#### Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. Post this report to your e-Portfolio wiki/blog/Google site monthly to document completion of your activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.
- Follow the guidelines on page 37 to reflect on each completed activity.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 \*Please note that course number changes in Fall 2010\*.

Once complete:

- PDF the Validated Summary Report. This report must be signed by your site mentor.
- Create a new page on your wiki, titled "Completed Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard I. Technology Operations and Concepts	TF-I.A	I met with kindergarten and first grade teachers to show them how to use the technology our school has to offer. I assisted in setting up technology again after school. When I left they were very excited about technology.	9/10/10	2
	TF-I.B	I held a workshop in the library to review routine technology on our campus. Teachers were very responsive and appreciative to learn new information.	10/25/10	2
	Subtotal	Reflection: I feel like this was a great thing for my campus because many teachers were very nervous about using the new district technology. This was very beneficial and rewarding for me. I feel like I made a difference and I helped our teachers feel more comfortable with technology.		4

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	This week I spent 3 days observing in first grade classrooms. I watched them teach a lesson and then I provided constructive criticism & ideas.	9/15/10 9/17/10	3
		Reflection: This was a great way to see teachers using technology and a great way to help them learn how ideas.		
	TF-II.B	I met with kindergarten teachers to help them plan technology lessons. The teachers were very responsive and had great ideas to share.	10/28/10	1
		Reflection: We came up with 5 lessons in various subject areas to teach using technology.		
	TF-II.C	I met with first grade teachers during planning to use the internet to locate technology resources. We had a lot of fun finding	11/9/10	1
		Reflection: The resources, and then we planned ways to use them in the classrooms.		
	TF-II.D	This week I went to a kindergarten class and taught a science lesson over weather using the SMART board. The kids loved using the	12/9/10	1
		Reflection: technology and the teacher was able to learn more about how to use the SMART board as well.		
	TF-II.E	I met with first grade teachers to plan technology lessons for various subjects. This was very productive	11/22/10	1
		Reflection: because we created 4 lessons. Two math & two science lessons. This was great for me and the other teachers.		
	TF-II.F	This week I met with 2nd & 3rd grade to plan technology lessons. This was very good because I instilled confidence	11/11/10	2
		Reflection: They needed to use technology in their own classrooms. We created 4 lessons for each grade level in a variety of subject areas.		
Subtotal				9

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Standard III. Teaching Learning, and the Curriculum	TF-III.A	I Presented a professional development on problem solving. This was a problem area in my school this scores and I was asked to present was to teach this topic using new technology. This went over well and was a very learner centered profess. develop.	4/19/11	2	
	TF-III.B	our committee consisting of teachers, paras, and a tech supervisor met to begin fixing the lab. We began by inventorying what was in the lab. Reflection: We then began putting all equipment together then seeing what is needed. we then updated soft ware and made sure computers have all programs	11/4/10	4	
	TF-III.C	I presented a presentation over how to use the SMARTboard. our campus recently got two new smart boards, so this was the perfect way to show veteran and new teachers how to utilize them in the classroom. teacher were very excited about learning new information. I allowed teachers to create lessons to use as well.	6/24/11	6	
	TF-III.D	I went in to a 2nd grade classroom to teach a Math Symmetry lesson using Kidspiration. This gave the teacher an opportunity to learn about Kidspiration and how to use it in the classroom. I then stayed to help the teacher become more familiar.	5/18/11	2	
	TF-III.E	I met with my teacher to write and align curriculum with technology lessons that follow the technology standards. We found this very rewarding and helpful because we were able to design lessons to use throughout the year with our curriculum.	5-2-11- 5-27-11	8	
	Subtotal			22	

This was very beneficial because now the lessons are designed and online on our online scope and sequence for future use.

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Standard IV. Assessment and Evaluation	TF-IV.A	I went into a 3rd grade classroom to teach a math lesson over division on the SMARTboard. This was a lesson I created and	4/29/11	3
		Reflection: Shared with the grade level. This was a great way to share my lesson and work with the teacher on using		
	TF-IV.B	I observed a first grade teacher using a virtual lab from discoveryeducation.com. She used videos, virtual labs, and a power point	4/5/11	2
		Reflection: during her science lesson. This was great because it gave me new ideas and allowed me to give her ideas as well.		
	TF-IV.C	I met with my team on several occasions to look at our ITBS data and six-week benchmark data. We were given the opportunity	2-9-11 4-20-11 5-24-11	7
		Reflection: To compare data and find common problem areas. This was beneficial because many of my team members had never analyzed data, nor did they realize the importance of finding the problem areas.		
Subtotal				12

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	I Presented information to our new teachers over how to use our gradebook and attendance programs. This was very beneficial for them because this is important information for them. They asked many questions until they fully understood.	5/5/11	2.5
	TF-V.B	I taught a group of high achieving first graders how to create a book summary on a blog. They were asked to read a story and we designed the summary online on a blog page. This was a learning experience for me and the students. They were very interested and focused.	4/18-4/19/11	2.5
	TF-V.C	I observed a 3rd grade teacher using the clicker system. This was very interesting because it provides instant results and graphs data to show problem areas. I provided constructive criticism and other ways to use the clicker system. ideas for	5-11-10	1.5
	TF-V.D	I created a school webpage specifically for team planning. We used the page to plan ideas and lessons. This was a great way to share ideas from anywhere and plan lessons. I created the page, however, it took a while to catch on. My team was not very responsive to this at first.	1-13-10	4
	Subtotal			10.5

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Standard VI. Social, Ethical, Legal, and Human Issues					Subtotal			
Brief Description of the Activity	Date Activity Completed	Internship Hours	TF-VI.A	TF-VI.B	TF-VI.C	TF-VI.D	TF-VI.E	
My school had purchased Discovery Education and many teachers were unsure how to utilize the site. I trained them on the program & all it had to offer. This was a learning experience as well because I had to make sure I fully understood	5/17/10	3	Reflection: I met with the 3rd grade math & science teachers. We planned to create ecosystem photo stories. The teachers were very excited to learn the research lesson using technology. The final product will be showcased in a technology show case.	Reflection: I planned and helped teach with the 3rd grade teachers to create the ecosystem photo stories for the showcase.	Reflection: I learned about various technology use through working the showcase.	I met and planned 4 technology lessons with the 4th grade team. We created a smartboard math lesson and planned a writing lesson and science. They really appreciated my assistance and were very responsive.	I met with my technology specialist to discuss our technology policies. We came up with a plan that needed improvement and are in the process of improving the policies. We enjoyed hearing her opinions as well as sharing mine.	15

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Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	I helped take inventory of all the technology equipment in the classroom. I assisted teachers in putting together computers, document cameras and setting up internet connections. This was a great learning experience for me because I learn all about the district's equipment.	May 2011 (worked on all month)	8	
	TF-VII.B	I met with the committee to review the current budget for technology. We designed an <del>ampro</del> improved budget and our technology specialist is currently working to get it approved. This way is interesting to see what our money is spent on.	5/23/11	4.5	
	TF-VII.C	I presented a short course on creating and using SMART board lessons. I allowed each grade level create a lesson, while I monitored and provided assistance. I feel like the teachers really enjoyed this because they were the ones creating instead of simply observing. Also, they liked what at the end of the workshop they had a lesson they could actually use in their classroom. The 4th grade team created a lesson on classifying animals. The 3rd grade team created a lesson on habitats. The 1st grade team created theirs on addition.	6-24-11	5	
	Subtotal			17.5	

really enjoyed this because they were the ones creating instead of simply observing. Also, they liked what at the end of the workshop they had a lesson they could actually use in their classroom. The 4th grade team created a lesson on classifying animals. The 3rd grade team created a lesson on habitats. The 1st grade team created theirs on addition.

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Brief Description of the Activity	Date Activity Completed	Internship Hours	Standard VIII. Leadership and Vision					Subtotal	TOTAL
			TF-VIII.A	TF-VIII.B	TF-VIII.C	TF-VIII.D	TF-VIII.E		
I met with the technology specialist and the committee to discuss the current plan for technology. We reviewed the plan and made short-term and long-term changes. This will help our school in many ways as we meet during our meeting to review the current plan, we discussed past and future technology in our school. This helped us understand how far we have come, but also how far we still need to go to create technology for planning and team workage for planning. My team enjoyed using the	10/6/11	2	Reflection: Now far we have come, but also how far we still need to go to create technology for planning and team workage for planning. My team enjoyed using the	Reflection: We discussed current technology policies. This meeting was beneficial because many of our teachers did not realize the policies our school has. This allowed us to review and make a few suggestions for improvement.	Reflection: I met with the committee and we discussed how beneficial this would be for every team and every school.	Reflection: We discussed current technology policies. This meeting was beneficial because many of our teachers did not realize the policies our school has. This allowed us to review and make a few suggestions for improvement.	Reflection: I presented a Kidspiration lesson and workshop over how to use Kidspiration in the classroom. The teachers were very excited about this program. We discussed it very friendly and beneficial to the classroom.	12	102

Site Mentor:

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Title:

Teacher

(Please Print)

Date:

Christina Huckaby June 3, 2011

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